

25 May 1970

MEMORANDUM FOR: Area Top Secret Control Officers

SUBJECT : Guide for Area Top Secret Control Officers

1. There is attached for your guidance a statement of the functions and responsibilities of Top Secret control officers and acceptable procedures for the control and transmission of Top Secret documents.

2. This guide is not intended to contravene or modify any existing regulatory issuance, but rather to serve as a basis for training new employees and as a means of achieving a greater degree of uniformity and insuring the adequacy of the controls applied to Top Secret documents.

3. Your attention is invited to the following changes which have been effected in recent months:

"Notification to CTSC of the movement of all Top Secret documents into and out of his area---" is no longer required (Para. 2.e. of the old guide, dated 23 January 1961).

A sentence has been added to para. 9.a.(2) requiring that originating offices provide the appropriate return address when forwarding documents to CTSC for further delivery by Armed Forces Courier Service.

Paragraphs 9.b. and c. regarding courier and document receipts, have been revised extensively. (Same paragraphs in both the old and the current guides).

Paragraph 10 regarding the Destruction of TS documents has been updated: (1) to indicate that NATO SECRET must be returned to CTSC. (2) to provide for pulping as well as burning, and (3) actual burning or pulping no longer needs to be witnessed.

Paragraph 12 of the old Guide regarding Notification to CTSC has been deleted and replaced in the new Guide by a paragraph on Storage of TS Material.

Newly added paragraph 15 on the Retirement of TS Documents.

4. Any questions concerning the attachment or requests for additional copies may be referred to the Central Top Secret Control, Extension 5812.



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CIA Top Secret Control Officer

Attachment

GROUP I

C-O-N-F-I-D-E-N-T-I-A-L

Excluded from automatic
downgrading and declassification

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GUIDE FOR AREA TOP SECRET CONTROL OFFICERS

1. The Collateral Top Secret Control System in CIA operates under the functional supervision of the CIA Top Secret Control Officer and comprises the Central Top Secret Control (CTSC) in the Central Reference Service; Area Top Secret Control Officers, each staffed by an Area Top Secret Control Officer and alternate Top Secret control officers; and secondary Top Secret control offices operated by assistant Top Secret control officers. The functions and responsibilities of these offices are set forth herein, followed by a description of the procedures involved in the control and transmission of collateral Top Secret material.

2. Area Top Secret Control Offices are established to facilitate the transmission and control of Top Secret documents and to serve as offices of record for major organizational components. Area Top Secret control officers are nominated by responsible officers of such components and approval by the CIA Top Secret Control Officer is subject to confirmation by the Director of Security. The functions of the area Top Secret control officer include:

- a. Implementation of approved Top Secret control procedures, recommending the appointment of alternate and assistant Top Secret control officers within his area, and indoctrination of these officers.
- b. Establishment of secondary or subordinate Top Secret control offices within his area as required.
- c. Receipt and transmission of Top Secret documents between his area and other areas within the Agency as well as other government departments and agencies.
- d. Maintaining current records of the movement of all Top Secret documents originated, received or dispatched by his area.
- e. Insuring the recovery of all Top Secret documents charged to, or in the possession of an employee within his area who is scheduled to transfer, resign, or take extended leave.
- f. Requiring that the transfer of a document to another area or another agency or department is accomplished only through the area Top Secret control offices.

3. Secondary Top Secret Control Offices serve as control and distribution points for subordinate components within the area. The assistant Top Secret control officer operating such an office is nominated by the area Top Secret control officer for appointment by the CIA Top Secret Control Officer with the approval of the Director of Security. His functions include:

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- a. Implementation of approved Top Secret control procedures within his component and maintenance of a record of the location of all Top Secret documents charged to his office.
- b. Insuring that only authorized persons have access to Top Secret documents and that each person who reads a Top Secret document signs and dates the cover sheet.
- c. Insuring that the transfer of a document to another area or another agency or department is accomplished only through his area Top Secret control office.
- d. Insuring that all Top Secret documents originated in his component or received directly by an individual in his component are recorded by the area Top Secret control office.

4. Alternate and Assistant Top Secret Control Officers are nominated by area Top Secret control officers for appointment by the CIA Top Secret Control Officer subject to confirmation by the Director of Security. Nominees are not to be permitted to serve as control officers until notification is received by the area Top Secret control officer that the appointment has been confirmed. The functions of alternate and assistant Top Secret control officers include the following:

- a. Alternate Top Secret Control Officers are authorized to transmit Top Secret material to other area Top Secret control offices and other government departments and agencies. Included in this category are the personnel of area Top Secret control offices, all Top Secret couriers, and operational officers whose duties require direct dealings with other agencies involving the transfer of Top Secret documents.
- b. Assistant Top Secret Control Officers are generally responsible for the operation of secondary Top Secret control offices and for maintaining controls over Top Secret documents within the jurisdiction of their respective offices. Assistants may not transmit Top Secret documents to another area Top Secret control office nor outside CIA except through their area Top Secret control office.

5. Appointment and Cancellation of Control Officers - Nominations of area, alternate, and assistant Top Secret control officers should be submitted on Form 457, "Request for Appointment or Change in Status of Top Secret Control Officers", in three signed copies. A fourth copy may be retained in the requesting office pending notification of final action. The forms should be forwarded to CTSC for processing, and notification of approval or disapproval will be returned by CTSC to the area Top Secret control officer. Requests of extraordinary urgency may be made by calling CTSC. Forms should be submitted in the same manner for the cancellation of a Top Secret control officer when appropriate, as in the case of a transfer or change of duties. Blank forms may be obtained from CTSC.

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6. Top Secret Control Numbers - Each Top Secret document produced or received by an activity or individual in CIA will be assigned a CIA Top Secret Control number which will serve to identify the document for purposes of control and accountability so long as it remains in the Agency. This number will be marked or stamped on the cover or first page of the document and will be identified as the CIA TSC No. In addition, each copy will bear a copy number assigned by the originating office.

- a. Document Originated in CIA - A document produced in CIA will be assigned the next consecutive Top Secret Control number from the block of numbers allocated by CTSC to the area Top Secret control office serving the originator. If multiple copies of the document are to be prepared by printing or from some form of reproducible master, the Top Secret control number will be placed on the printing plate or master to be reproduced on all copies. If the document is accompanied by a letter or memorandum of transmittal, the transmittal document may be assigned the same control number with a letter or number suffix, e.g., /A, -2, /1. This same number system may be used with an attachment which is in itself a complete document or which may be expected to be separated from the remainder of the document, or to successive drafts of a document.
- b. Documents Received from outside CIA - A non-CIA produced document received initially in an area Top Secret control office will be assigned a Top Secret control number in the same manner as outlined above. Variations of the control number may be applied to attachments which were separately controlled by the originator. In no case will a second CIA Top Secret control number be assigned to a document which has been numbered previously by another CIA Top Secret control office.

7. Top Secret Logs - Each copy of every collateral Top Secret document produced or received by CIA will be recorded by CTSC or by the area Top Secret control office serving the component or individual originating or receiving the document. A log record will be prepared on Top Secret Posting Record (Form 312), Top Secret Control Record (Form 1225), Log Sheet (Form 311), or other suitable recording medium approved jointly by the CIA Top Secret Control Officer and the Director of Security. Each subsequent transfer of a copy of the document outside the area will be recorded in the log, showing date of transfer, recipient, and courier receipt number, if applicable. Approved disposal: Destroy ten years after documents shown on form have been downgraded, transferred to Records Center, destroyed or sent outside of the control point. The log record will include the following information:

- a. CIA Top Secret Control number,
- b. Source (originating office),
- c. Description of document, e.g., report number, short title,
- d. Date of document,
- e. Copy number,

- f. Number of pages in document and total number of pages, including attachments,
- g. Number of attachments, if any,
- h. Identification of attachments, if deemed significant,
- i. Date of recording (receipt),
- j. Name or initials of recording clerk.

8. Cover Sheets - A Control and Cover Sheet (Form 26) will be prepared by the area Top Secret control officer for each copy of every Top Secret document originated in his area or received initially in the area from outside CIA, showing all identifying information called for in the heading of the form. As a matter of convenience, where multiple copies are involved, the information may be entered in the center of the top portion of the form by means of a MULTISTAMP stencil or similar device on lines corresponding to the printed headings. This cover sheet will remain attached to the document until such time as the document is downgraded, destroyed, or dispatched outside CIA. Each Top Secret control officer who receives the document will sign in the left-hand column and record the date and time of receipt. Each individual, other than control personnel, who reads the document will sign and indicate his office and the date in the right-hand columns. Upon being detached from the document, the appropriate block at the bottom of the form will be executed and the cover sheet forwarded to CTSC. Approved disposal: destroy ten years after document has been downgraded, destroyed or sent outside CIA.

9. Transmission of Top Secret Documents

- a. Means of Carriage - Top Secret documents, other than those transmitted by approved electrical means, will be carried by a Top Secret courier (officer courier). Under no circumstance will a Top Secret document be transmitted by U. S. mail. When extraordinary circumstances warrant, a Top Secret document may be delivered by an area Top Secret control officer or an alternate Top Secret control officer designated by him. In such a case the document need not be double wrapped; however, the procedures specified elsewhere herein as to document receipts and logging at both the sender's and recipient's control points must be observed.

- (1) CIA Top Secret Courier Service - Domestic Top Secret courier service (officer courier) is furnished routinely by the Office of Logistics. This service is used for the transmission of Top Secret material between area Top Secret control offices and between CIA and other government departments and agencies. Top Secret courier service may be obtained by telephone when expedited delivery is required, by calling the Courier Office.

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- (2) Armed Forces Courier Service - The Armed Forces Courier Service provides for the secure and expeditious transmission of Top Secret material requiring protected handling by officer courier. This service is adapted to the transmission of Top Secret material by CIA to authorized delivery points outside the local geographical area. CIA offices desiring to utilize this service may forward the material to CTSC for further transmittal. The material should be properly packaged in accordance with all requirements of paragraph 9.c. below and, in addition, it is important that the originating office provide the appropriate return address.

b. Top Secret Material Transmitted within the Agency

- (1) Prepare the package and document receipt (Form 2600) in six copies. If there is insufficient space on the document receipt portion of the form, check "SEE ATTACHED LIST WITH ABOVE RECEIPT NO.", and enter "PER NO. _____" on the list.
- (2) Attach copy No. 1 (long copy) to the document before it is wrapped or placed in an envelope.
- (3) Obtain the signature of a courier, or other first recipient of package, on copy No. 2 (long copy) on package receipt portion of form. Copy No. 2, the "hold" copy should be placed in a suspense file in chronological order.
- (4) Upon return of copy No. 1, pull and destroy Copy No. 2.
- (5) Initiate a follow-up if copy No. 1 is not returned within two weeks. If checking with the addressee reveals that the document has not been received, the package should be traced through the receipt number and recipients of the package. Outgoing logs should show package and document receipt number for easy reference.
- (6) Recipients of packages should examine and note on the back of the receipt any material change in the original condition of the package which indicates possible unauthorized disclosure of the contents.
- (7) First recipient of the package must sign the package portion of the receipt on copy No. 2, indicating date and time received.
- (8) Other recipients of a package must sign the top package receipt (Nos. 3-6 as necessary) and leave a copy with the person from whom the package is received.

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- (9) Recipients of a document must verify contents of a package, check description of contents on copy No. 1 or attached list; acknowledge receipt of material by signing copy No. 1 giving date and time; log in material showing package and document receipt number for reference in case of follow-up; return receipts to the sender.

c. Top Secret Material Transmitted Outside the Agency

- (1) Courier Receipts - Courier's Classified Mail Receipt (Form 240a) will be prepared for each document or group of documents intended for a single addressee. The receipts will be numbered serially and the number will be inscribed on the corresponding document receipt and on the envelopes or wrappers. If more than one package is included in a single transmittal the total number of packages will be entered on the courier receipt. The Top Secret control number(s) of the document(s) covered by the receipt will be entered on the duplicate copy. The original courier receipt will be attached to the package. The courier will sign and enter the date and time of pick-up on the duplicate, which will be retained in the transmitting office.
- (2) Document Receipts - A Document Receipt (Form 615) will be prepared in duplicate for each document or group of documents to be transmitted to a single addressee. The document(s) will be identified according to the headings on the form, including specific copy numbers. No classified information will appear on the document receipt. The names and address of the transmitting office, the date and the number of the courier receipt under which the material is being transmitted will be entered in the upper portion of the document receipt. The name and/or office and the address of the intended recipient will be entered in the lower portion of the form. The original document receipt will be enclosed with the document in the inner wrapping and the duplicate retained in a tickler file pending return of the original signed by the addressee. A follow-up will be made on any document receipts outstanding at the expiration of a two week period.

- d. Wrapping - Top Secret documents transmitted by courier will be enclosed in two opaque sealed envelopes or wrappers. The document(s), together with the document receipt will be placed in the first cover, which will be sealed with gummed tape. The wrapper will be stamped TOP SECRET and inscribed with the name and/or office and address of the intended recipient and the courier receipt number. This wrapper may also be stamped "TO BE OPENED ONLY BY ADDRESSEE", if appropriate. This wrapper will be enclosed in a second envelope or wrapper and sealed with gummed tape. The outer wrapper will be inscribed with the office symbol and address of a CIA Top Secret control office or an authorized Top Secret control point of another government agency or department serving the intended recipient. The outer

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wrapper will be stamped "VIA OFFICER COURIER", the courier receipt number will be inscribed thereon, and the original courier receipt affixed. No classification marking will appear on the outer wrapping.

25X1A 10. Destruction of Top Secret Documents - The destruction of classified documents must be accomplished in accordance with applicable laws and regulations, and questions concerning the legal authority for the destruction of government records should be referred to the Area Records Officer. Under no circumstances will registered documents or NATO, SPATO or CENTO Top Secret or Secret documents be destroyed by an area Top Secret control officer. These documents will be returned to CTSC when they are no longer required in the area or upon the expiration of the loan period. Surplus copies of other TS documents may be destroyed 25X1A . This is accomplished by the custodian or his designee in the presence of a witnessing employee by tearing or shredding into any standard disposal tag. Neither party must witness the actual 25X1A but both must sign the destruction certificate at the bottom of the cover sheet (Form 26) which is then forwarded to CTSC. The date of destruction will be recorded in the area Top Secret log.

11. Reproduction of Top Secret Documents - Top Secret documents may be reproduced only upon authorization by the originator, and reproduction must be limited to the minimum number of copies required for efficient operation. Each reproduced copy will be assigned a local copy number which will be distinguishable from the copy number assigned by the originator, and may be designed to indicate the type of reproduction, e.g., X-1 for xerox copy, P-1 for photostatic copy, T-1 for thermofax copy; or may be identified by a series number, e.g., Copy 1, Series B. Reproduced copies will be controlled in the same manner as prescribed for original copies of the document.

- a. CIA-produced Documents - Permission to reproduce CIA-produced documents will be obtained from the originator of the document if within the area proposing to reproduce, or through the appropriate area Top Secret control office if in another area. In the latter case, the area Top Secret control officer, when granting permission to reproduce, will specify the copy number(s) to be assigned, to avoid duplication of copy numbers.
- b. Non-CIA-produced Documents - Permission to reproduce Top Secret documents of other than CIA origin will be requested of CTSC, and the reproduction will normally be performed by CTSC, except under extraordinary circumstances when the document can be more expeditiously reproduced in an area Top Secret control office. When this is done, the copy numbers to be assigned will be specified by CTSC.

12. Storage of Top Secret Material - The minimum requirements for storing Top Secret material shall be a vault, safe or fire-resistant safe-type file cabinet equipped with a built-in three-tumbler combination lock of the type which has been approved by the Director of Security. Top Secret material stored in a secure area must be stored in safekeeping equipment.

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13. NATO, SEATO, and CENTO Documents - NATO, SEATO, and CENTO TOP SECRET and SECRET documents are distributed through Top Secret Control channels on a loan basis. They will not be reproduced or routed to a control point other than CTSC, and with the exception of NATO SECRET,* may be seen only by personnel who have had a special briefing. These documents will be controlled in the same manner as prescribed for Top Secret documents generally, except that the Secret documents will be identified for control purposes by short title or series number and a CIA Top Secret control number will not be assigned.

A complete roster of CIA personnel who have been briefed for access to documents in these categories will be maintained in CTSC. Each area Top Secret control officer concerned will maintain a similar roster of persons in his area. If a request for such a document is received by an area Top Secret control officer from a person whose name does not appear on the roster, and his need for the document is established, a Form 201ca will be completed and signed by a responsible officer of the requestor's component, indicating the necessary briefing. The form must be sent to OS/CIB, 3E47, HQ. In case of an urgent requirement arrangements may be made by hand carrying the completed form to OS/CIB.

14. Declassification of Top Secret Documents - Assistant Classification Control Officers and authorized classifiers are responsible for the review of CIA-produced classified material and the reclassification of such material when appropriate, and for notification to their respective area Top Secret control offices of the reclassification by them of Top Secret documents.

Notification of the reclassification of Top Secret documents of either CIA or non-CIA origin will be issued to recipients of the documents by the CIA Classification Control Officer in the form of serially numbered regrading bulletins. If the document is in the nature of a single addressee memorandum or was given a strictly limited distribution by the originating CIA office, notification to the recipient(s) may be made by the originator.

Upon receipt of a regrading bulletin from the CIA Classification Control Officer, the area Top Secret control officer will change the classification of any copies of the document in his custody as outlined below:

- a. The front cover or first page of the document will be marked or stamped to reflect substantially the following:

CENTRAL INTELLIGENCE AGENCY

CLASSIFICATION CHANGED TO

BY AUTHORITY OF _____
OFFICE _____ DATE _____

*NATO does not require the special briefing for SECRET; however, the regulation does require the restricted handling otherwise.

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The new classification will be entered on the appropriate line and the authority will be shown as Regrading Bulletin No. _____ with the date of the bulletin.

- b. The classification TOP SECRET will be stricken and the new classification and/or control applied wherever the original classification appeared on the document.
- c. The cover sheet (Form 26) will be executed in the appropriate space to show the new classification, detached, and forwarded to CTSC.
- d. The area log will be marked to reflect the change of classification and the disposition of copies of the document.

When notice of reclassification of a Top Secret document is received by the area Top Secret control officer from an assistant classification control or authorized classifier in his own area, the classification of any copies of the document in his area will be changed in accordance with the foregoing. The name and office of the responsible officer in the area will be shown as the authority for the change. The notice, or copy thereof, will be forwarded to CTSC for the CIA Classification Control Officer, with a notation as to whether recipients have been notified of the reclassification. If such notification is to be made by CTSC, but dissemination of the document was made by the originator, the area Top Secret control officer will advise CTSC of the distribution, showing addressee, copy number, and date of transmittal.

15. Retirement of Collateral Top Secret Documents - Inactive Top Secret material may be retired to the Records Center. Top Secret documents which have been integrated with material of other classifications in a file series may be retired with the other material to the Records Center in order to maintain the integrity or continuity of the file. Other Top Secret documents may be retired to the Records Center when they have served their immediate purpose in the area. In order that requests for retired Top Secret documents may be most efficiently serviced, the procedures outlined below are furnished for the guidance of Area Top Secret Control Officers, to supplement procedures prescribed by the Records Management Staff and Area Records Officers.

a. Top Secret Documents Integrated in File Series

- (1) The Area Top Secret Control Officer of the transferring office will prepare a listing in four copies of all Top Secret documents in the file, showing CIA TSC number, copy number, and the job number under which the material is to be retired. Individual Top Secret documents will be flagged in such a manner as to be readily discernible upon opening the box. Suitable tabs may be obtained from Records Center if desired. The transfer of the documents to Records Center will be recorded in the Area log, including the job number under which the transfer is being effected.

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- (2) Distribution of copies of the listing will be made as follows:
- (a) Two copies to Records Center.
 - (b) One copy retained by the Area Records Officer of the transferring office.
 - (c) One copy retained by the Area Top Secret Control Officer until receipted copy is returned by Records Center.
- (3) The Records Center will inventory the contents of the boxes and note any discrepancies on all three copies of the listing. One copy of the listing will then be signed and returned to the Area Top Secret Control Officer of the transferring office. The second copy will be retained by Records Center as an incoming Top Secret log. Upon having signed the listing acknowledging receipt and custody of the documents, the Records Center will assume responsibility for the servicing of requests for the material in conformity with established.
- (4) Upon return of the signed copy of the listing from Records Center, the Area Top Secret Control Officer may destroy the copy held by him and will retain the signed copy as a receipt, after noting any discrepancies on the Area Records Officer's copy.
- (5) In servicing requests for Top Secret material the Records Center will:
- (a) Prepare a charge-out card to be placed in the box in place of the Top Secret material to be removed.
 - (b) Stamp the Request Form No. 490 "Top Secret Suspense" and place in a suspense file after pertinent information, including clerk's name, date and courier receipt number, has been filled in. This request form will be used as a Top Secret outgoing log.
 - (c) Forward material to the requester via his Area TSCO, obtaining signed document receipt.
 - (d) Follow up on any document not returned at the expiration of 30 days. If, at that time, it is found that the requester requires the document for a longer period, the suspense date will be moved forward 30 days. If the requesting office indicates that it wishes to retain the document permanently, this fact will be noted on the charge-out card, the request form and the listing.
- (6) When material which has been retired becomes eligible for destruction, the Chief, Disposition Branch, Records Center will:
- (a) Pull all Top Secret documents from the job.

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- (b) Remove the Cover Sheet, Form No. 26, and execute the destruction certificate at the bottom of the form.
 - (c) Destroy [REDACTED] the Top Secret material, together with the other related material in the job.
 - (d) Forward executed Cover Sheet to CTSC/CRS.
 - (e) Complete Form 141 and forward to transferring office.
- (7) If, at the time the material becomes eligible for destruction, it is found that a document is out on loan, Records Center will effect a permanent charge to the office having possession of the document and will notify the appropriate Area Top Secret Control Officer that the document is eligible for destruction and has been permanently charged to his office.
- (8) Top Secret material previously retired to Records Center will be inventoried against the Top Secret manifest filed in the containers and any discrepancies noted. Two copies of the manifest will then be reproduced. The original list will be retained by Records Center as a Top Secret log. One copy will be signed acknowledging receipt and returned to the Area Top Secret Control Officer of the transferring office. The remaining copy will be retained by Records Center until the material becomes eligible for destruction, at which time it may be used as a certificate of destruction, if appropriate.

b. Top Secret Documents Not Integrated with Other Material

Top Secret documents held separately by an Area Top Secret Control Office as individual files may be retired to the Records Center. This will be accomplished in accordance with established procedures for the transfer of Top Secret documents. The area log will be noted "Retired to Records Center" and the Cover Sheet (Form 26) will be marked "Retired", in red.

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1. Rep Design 515 2 versions 45,000,000
Approved For Release 2001/03/03 : CIA-RDP78-07317A000100230004-5

1. Harris Receipt 250a

Approved For Release 2001/03/03 : CIA-RDP78-07317A000100230004-5

OCI OFFICE OF THE DIRECTOR

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VOLUME

1 OFFICE SUBJECT FILE

a. Consists of correspondence and memoranda to and from other components within the Agency, the USIB Community, the DDI, the DCI, etc. Filed by component or subject category. 1.8

2 CONVENIENCE FILE (CHRONO)

a. Copies of all correspondence signed by the DOCI and DDOCI. File also contains copies of memos which are sole copies in OCI. Filed chronologically. File includes correspondence signed by SA/CI, ASP/CI and PTO. 1.2

9 SIG/303 (SENSITIVE)

2.0

PRESENTATION STAFF, OFFICE OF THE CHIEF

3 BRIEFING FILES

a. White House and Congressional Briefings - include notes, records of items used during briefings and various reports; OCDM records and notes maintained on daily briefings. 4.0

6 OCI PUBLICATIONS FILES

a. The following publications are included:
Central Intelligence Bulletin, Current
Intelligence Digest, Current Intelligence
Weekly Review, Current Intelligence Weekly
Summary; also includes intelligence memorands for
OCI, CIA and Directorate of Intelligence.

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9 ITEMS RELEASED [REDACTED]

Consists of copies of items from CI publications that were released to representatives of foreign governments. Maintained as record copies of releases and ready references. Also filed are the marked liaison drafts of the CIB and Weekly, which are retained for 3 months and then destroyed.

SPECIAL STAFF/PDB

1 THE PRESIDENT'S INTELLIGENCE CHECKLIST AND INTELLIGENCE REVIEW

OCI publication - June 1961 to November 1964

3.6

2 HIGHLIGHTS OF THE WEEK

OCI publication dated 18 December 1964 to 26 February 1965 .4

3 THE PRESIDENT'S DAILY BRIEF

OCI publication - Dry runs and publications - December 1964 to present 3.0

4 Excerpts from PDB Briefs broken down and filed geographically for quick reference for years 1963-64 2.0

6 SPECIAL STUDY--CHINESE DECISION-MAKING--THE LONG MARCH AND THE LONG WAR

24 February 1966 .1

8 CORRESPONDENCE ON THE BRIEF

Letters and memos from the White House and from VIPs relating to Brief .2

SPECIAL ASSISTANT FOR RESEARCH, OCT

5 RESEARCH PRODUCTION RECORDS (Item 7 of previous schedule)

Record copies of research publications produced under supervision of SA/R, such as Intelligence Studies and Handbooks and record files of OCI Handbooks produced during 1956-61. 6.0

INDICATIONS STAFF

1 WATCH COMMITTEE REPORTS

Reports and minutes of Watch Committee maintained for Chairman of Watch Committee 2.0

2 INDICATIONS REPORTS

These reports contain basic papers such as general indicator lists, warning surveys, [REDACTED] alert systems and other sensitive documents. 4.5

STATINTL

1950 to date.

SUPP SUPPORTING DOCUMENTS

These are supporting documents for indications and Watch Committee reports, also includes briefings, notes and graphics. 2.0

1. OCI ADMINISTRATIVE ISSUANCES

a) Published copies. These are the official records files which contain one copy of each individual notice, memo and/or regulation. .3

3 CAREER PANEL FILE

Consists of minutes of meetings, agenda and material reflecting decisions, policies and action taken by the Panel on career planning, promotions and other related actions. .1

4 BUDGET AND ALLOTMENT FILES

a) One copy of office budget estimates, operating budget, preliminary estimates, and revised budget submissions. .5

14. OFFICE POLICY FILES
(Transferred from Executive Officer)

a) These files consist of the policy and procedure of the office. Includes correspondence, reports and staff studies relating to management, procedures, security, manning tables, meetings, planning papers, overtime and other documents. Files are used by the D/OCI, DD/OCI, and Chief. Administrative Staff. File by subject 2.0

II/S, OFFICE OF THE CHIEF

1 SUBJECT FILES

a. Substantive and documentary material (Includes original Form 4's with releasing officer's signature). 1.0

3 EXCHANGE RELEASES

File reflects the dissemination of intelligence material. Included are requests for permission to release material to foreign governments and memos authorizing the release. Filed chronologically. (1966 to date) .4

4 STANDARD DISTRIBUTION LIST

a. These are standard distribution lists prepared and maintained for the distribution of OCI publications and for the distribution of intelligence memoranda. (1965 to date) 1.0

II STAFF, REGISTRATION BRANCH

3 DESTRUCTION RECORDS

This is a central file for the record destruction of special intelligence documents in OCI and other components of the Agency. Some documents are assigned others are not. File also contains triplicate copy of receipt form used to record destruction of documents returned from JCS, AEC, White house and others. Filed by offices. (1963 to date)

CIA OPERATIONS CENTER

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VOLUME

8 LDX COMMUNICATIONS SERVICE FILES

a. Administrative Files

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Those which document the establishment or development of the LDX Center.

WATCH OFFICE

2 DAILY LOG

Recordings in short narrative form of the major events occurring during the night tour of duty. The information is used by the Watch Officer in briefing on coming personnel on events occurring during the previous period. Filed chronologically. (Current)

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OCI, NATIONAL INDICATIONS CENTER

1 INDICATIONS AND IAC WATCH COMMITTEE REPORTS